



**City of Tempe
Summer
Volunteer Program
For Students**

June/July 2010



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City of Tempe Summer Volunteer Program

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General Information

City of Tempe Summer Volunteer Program

Thank you for your interest in the City of Tempe Summer Volunteer Program. The goal of this program is to provide students with the opportunity to get involved in their community through positive and productive volunteer experiences, while providing City of Tempe summer programs with quality volunteer assistance.

This information guide has been developed as a first step in meeting this goal. It contains descriptions of each volunteer position, instructions on how to sign up, and program policies and procedures. Please review it carefully. If you have any questions, call the city's volunteer office at **480-350-5190**.

1. Who can volunteer?

The City of Tempe's Summer Volunteer Program is open to students in middle school, high school and college. However, different volunteer positions have different age requirements, as detailed in this information guide.

2. Where can I volunteer?

This program places students in City of Tempe facilities and programs such as the Tempe Public Library, city swimming pools, etc. The position descriptions list program locations. (Transportation to the program site is the responsibility of the volunteer.)

3. How do I sign-up to be a summer volunteer?

- A. Review this information guide to determine the positions you are qualified for and interested in.
- B. Complete the appropriate application form*. Be sure to have your parent or guardian sign it if you are under 18. (***Summer Reading Club Assistants and Junior Lifeguards apply differently; see instructions on pages 1 and 4.**)
- C. For those using the standard application form, your next step is to call the city's volunteer office at 480-350-5190 to schedule an interview. Bring your completed application to the interview.

4. Why do volunteers need to be interviewed?

We want your volunteer experience to be positive and productive for both you and the staff person with whom you will be working.

Therefore, it's important to match the appropriate volunteer with the appropriate volunteer assignment. Interviews are the best way for us to get to know you and the surest way to guarantee a successful volunteer "match".

5. What should I bring to my interview?

Bring your completed application and make sure that your parent or guardian has signed it.

6. If I am selected as a volunteer, what happens next?

You will receive a letter or email indicating your volunteer assignment, location, and information about training, if applicable. Some positions have mandatory training or orientation. It is important that you attend these sessions in order to learn as much about your new volunteer position as possible.

7. What is expected of me as a volunteer?

- *To keep your assigned schedule and be on time.
- *To attend all orientation and training sessions.
- *To let your supervisor know (call!) if you won't be able to make it in as scheduled.
- *To follow your supervisor's directions and be willing to learn and ask about anything not understood.
- *To respect the City of Tempe's right to dismiss a volunteer for reasons such as poor performance or attendance, unwillingness to accept direction, etc.

8. What can I expect from you?

- *Appropriate training and supervision.
- *The opportunity to learn new things and gain work-like experience.
- *The opportunity to meet new people and make new friends in the process.
- *A Certificate of Appreciation listing dates of service and hours completed (after the program ends).

9. How should I dress?

Each summer youth volunteer is given a t-shirt and may be issued a name tag to wear while on duty. The t-shirt can be worn with neat capris, slacks, or jeans. Most sites prefer tennis shoes; no sandals or flip flops. Check with your supervisor for exact details on what is appropriate.

**TEMPE PUBLIC LIBRARY
SUMMER READING CLUB ASSISTANTS
June 1—Saturday, July 31, 2010**

The Summer Reading Club (SRC), through the use of goals and incentives, encourages youth to continue reading during the summer months. Last year, over 5,000 young people from pre-schoolers through teens participated.

DUTIES:

Assist with program registration, explain program details, give out prizes, etc. Volunteers will be expected to work a minimum of two 2-hour shifts per week.

QUALIFICATIONS:

- Applicants must have completed the 6th grade
- **Must be friendly and outgoing**
- Ability to follow directions of the supervisor
- Ability to act as a good role model for young library patrons

REQUIREMENTS:

Starting April 1, interested teens can stop by the Youth Library Reference Desk to pick up a SRC application form. Please note: **Do NOT use the form enclosed with this booklet.** The SRC form should be filled out completely, signed by both the volunteer and his or her parent or guardian, and returned to the Youth Library Reference Desk as soon as possible. Volunteers must attend one scheduled orientation session before beginning their work shift the week of June 1. Orientations are scheduled for **Tuesday, May 25, 4-5 p.m.** and **Saturday, May 29, 10-11 a.m.**

AVAILABLE SHIFTS:

Shifts are available for all the hours the library is open, including evenings and weekends. Apply early for best shift selection.

For more information, contact **Alicia Hancock, 480-350-5522.**

PROGRAM LOCATION:

Tempe Public Library
3500 S. Rural Rd.

**TEMPE PUBLIC LIBRARY
SHELVING ASSISTANTS
June 1—July 31, 2010**

The Tempe Public Library circulates over 100,000 items and serves over 60,000 patrons in an average month. Shelving Assistants work with the Shelf Maintenance staff and help provide better service to the public by assisting with returning library materials to the shelves quickly and accurately.

DUTIES:

Shelving Assistants empty book returns, sensitize books for check-in, arrange books alphabetically and numerically in preparation for shelving. They also file library materials on shelves while maintaining call number accuracy, clean shelves and straighten library reading areas.

QUALIFICATIONS:

- Must have completed 6th grade
- Ability to follow directions of the supervisor
- Ability to file alphabetically and numerically
- Desire to learn about daily operations of a major library

REQUIREMENTS:

Must follow directions of the supervisor and be able to act in a responsible manner as a representative of the Tempe Public Library. Volunteer orientation is scheduled for **Wednesday, May 26, 4-5 p.m.**

AVAILABLE SHIFTS: Volunteers will be scheduled to work one or two 2-hour shifts per week during regular library hours. Apply early for best shift selection.

PROGRAM LOCATION:

Tempe Public Library
3500 S. Rural Rd.

**TEMPE PUBLIC LIBRARY
COMPUTER ASSISTANTS
June 1—Saturday, July 31, 2010**

The library has 34 computers available for use in the children's area. Helpful volunteers are needed to help monitor the use of these computers and the computer area.

DUTIES:

Computer Assistants (CAs) help computer users 18 years and younger, and/or their parents, to reserve computer time; solve a variety of simple technical problems; and assist with a variety of basic computer-use skills such as word processing and printing. Computer Assistants may also be asked to help monitor the Teen Room. Volunteers will be expected to work a minimum of two 2-hour shifts per week.

QUALIFICATIONS:

- Applicants must have completed the 8th grade
- Have an interest in and knowledge of computers
- Must be friendly and outgoing
- Be able to follow directions of the supervisor
- Be able to act as a good role model for young library patrons

REQUIREMENTS:

Starting April 1, interested teens can stop by the Youth Library Reference Desk to pick up a CA application form. Please note: **Do NOT use the form enclosed with this booklet.** The CA form should be filled out completely, signed by both the volunteer and his or her parent or guardian, and returned to the Youth Library Reference Desk as soon as possible. Volunteers must attend one scheduled orientation session before beginning their work shift the week of June 1. Orientations are scheduled for **Tuesday, May 25, 6-7 p.m.** and **Saturday, May 29, 12-1 p.m.**

AVAILABLE SHIFTS:

Shifts are available for all the hours the library is open, including evenings and weekends. Apply early for best shift selection.

For more information, contact **Alicia Hancock, 480-350-5522.**

PROGRAM LOCATION:

Tempe Public Library
3500 S. Rural Rd.

**TEMPE PUBLIC LIBRARY
TECH ASSISTANTS
June 1—Saturday, July 31, 2010**

The Teen Summer Reading Club is now available online. Volunteers are needed to help track teen participation.

DUTIES:

Assist teens with program registration on laptop computers, explain program details, give out prizes, etc. Volunteers will be expected to work a minimum of two 2-hour shifts per week.

QUALIFICATIONS:

- Applicants must have completed the 8th grade
- Have familiarity with working with a laptop computer
- Must be friendly and outgoing
- Be able to follow directions of the supervisor
- Be able to act as a good role model for young library patrons

REQUIREMENTS:

Starting April 1, interested teens can stop by the Youth Library Reference Desk to pick up a Tech Assistant (TA) application form. Please note: **Do NOT use the form enclosed with this booklet.** The TA form should be filled out completely, signed by both the volunteer and his or her parent or guardian, and returned to the Youth Library Reference Desk as soon as possible. Volunteers must attend one scheduled orientation session before beginning their work shift the week of June 1. Orientations are scheduled for **Tuesday, May 25, 5-6 p.m.** and **Saturday, May 29, 11 a.m. to 12 noon.**

AVAILABLE SHIFTS:

Shifts are available for all the hours the library is open, including evenings and weekends. Apply early for best shift selection.

For more information, contact **Alicia Hancock, 480-350-5522.**

PROGRAM LOCATION:

Tempe Public Library
3500 S. Rural Rd.

**TEMPE PUBLIC LIBRARY
LIBRARY GREETERS
June 1—July 31, 2010**

The library has been undergoing renovation for the past year and the location of library materials has changed frequently as a result. Greeters help provide excellent customer service to library patrons during this time of transition.

DUTIES:

Greet library patrons, answer questions regarding the library's renovation, answer directional questions, assist patrons with using the self-checkout machines and assist with the book monitoring system.

QUALIFICATIONS:

- Must have completed 8th grade and be 14 years or more
- Ability to follow directions of the supervisor
- Enjoy interacting with the public and helping others

REQUIREMENTS:

Must be able to represent the library in a mature and friendly manner. Must be able to approach library patrons offering assistance. Must be able to stand during the volunteer shift.

AVAILABLE SHIFTS:

Volunteers will be scheduled to work two 1-hour shifts per week during regular library hours **depending on available openings.**

PROGRAM LOCATION:

Tempe Public Library
3500 S. Rural Rd.

**TEMPE HISTORY MUSEUM
PROGRAM AIDES
June 9—July 21, 2010**

The museum is a destination for many families and day camp groups during the summer. The museum's summer volunteers help run its summer programming for visitors—*Wild Wednesdays*—a day of games, crafts, music and fun. This year's *Wild Wednesdays* will focus on topics ranging from the desert environment to art.

DUTIES:

Greet visitors, run hands-on games and craft activities for participants (generally children ages 3-12 years).

QUALIFICATIONS:

- 14 years of age or older
- Enjoy working with children and the public
- Drawing, music or other art skills helpful
- Interest in history helpful

REQUIREMENTS:

Must follow the directions of the staff person in charge and act as a goodwill ambassador for the museum. Must have a positive attitude and be a team player.

AVAILABLE SHIFTS:

Wednesdays from 9:45 a.m. to 12:15 p.m. and/or from 11:45 a.m. to 3:15 p.m.; as well as a weekly training session, day and time of the sessions to be mutually determined by the volunteers.

PROGRAM LOCATION:

Tempe History Museum
809 E. Southern Ave.

**PARKS & RECREATION
JUNIOR LIFEGUARDS/Kiwanis, McClintock &
Escalante Pools
June 4—August 1, 2010**

The Junior Lifeguard aquatics program is designed to provide an opportunity for teens to experience and develop the skills required to become a lifeguard for the City of Tempe. Junior Lifeguards will assist with swim classes for infants through adults. During swim time, the Junior Lifeguards will assist lifeguards in their routine duties with maintenance, customer service, etc.

QUALIFICATIONS:

- Must be 13 years of age by August 1, 2010
- Must be able to complete City of Tempe Junior Lifeguard water test and an oral interview
- Must be able to follow directions of the supervisor and act as a goodwill ambassador for the city aquatics program

AVAILABLE SHIFTS:

Must be available for orientation and training the evening of Friday, **June 4**; and **Saturday, June 5**. Regular shift schedules vary. Junior Lifeguards will be scheduled to work a maximum of 10-20 hours per week and must participate in regular training programs. Training programs will be held every other week, scheduling varies by pool.

TO APPLY:

Applications will be accepted **immediately through Friday, April 30, 2010**. All applications will be screened and the most qualified applicants will be invited for an interview. Applications received after April 30 will only be reviewed if open positions remain. Do **not** use the application in this booklet. Applications will be available at the Kiwanis Recreation Center and online at www.tempe.gov/pools **starting March 15**. For **more information, contact:** Morgan Bright, **480-350-5731** or drop by the Kiwanis Park Recreation Center.

PROGRAM LOCATIONS:

Kiwanis Wave Pool	Escalante Pool
6111 S. All America Way	2150 E. Orange St.

McClintock Pool
1830 E. Del Rio Dr.

**CULTURAL PROGRAMS
INSTRUCTORS' ASSISTANTS/Arts Education Classes
June 7—July 31, 2010**

Volunteers work as assistants to instructors teaching classes in art, crafts, dance, and ceramics for preschool- and school-age children.

DUTIES:

Assist with leading classroom activities, including set-up and clean-up; help participants complete projects; monitor restroom breaks; and assist instructor.

QUALIFICATIONS:

- 12 and 13 years of age or older (must exceed oldest participant's age by at least two years)
- Previous experience working with young children (such as babysitting) preferred
- Dependable, responsible, patient, friendly, with a professional appearance

REQUIREMENTS:

Must provide own transportation to and from site. Must follow directions of instructor and strive to set a good example for all program participants. Must wear volunteer t-shirt, badge, and tennis shoes when on duty.

AVAILABLE SHIFTS:

Classes are offered Monday through Saturday at various times throughout the day. Volunteers will be scheduled to assist specific classes and instructors depending on availability and interests.

PROGRAM LOCATION:

Edna Vihel Center for the Arts
3340 S. Rural Rd.

Escalante Community Center
2150 E. Orange St.

CULTURAL PROGRAMS

ARTISTS' ASSISTANTS/Young Artists Studio Program

Session I: June 7-30, 2010

Session II: July 6-29, 2010

The Young Artists Studio Program is for children 8 to 13 years old who are interested in exploring the world of visual arts. Volunteers help the arts educators present the program to participants.

DUTIES:

Assist with leading activities, including set-up and clean-up; help participants complete projects; monitor restroom breaks; and assist with preparations for the final presentation.

QUALIFICATIONS:

- 15 years of age or older
- Previous experience working with young children (such as baby sitting)
- Dependable, responsible, patient, friendly, with a professional appearance
- Previous experience or art lessons preferred
- Outgoing, able to initiate contact with program participants

REQUIREMENTS:

Must follow directions of instructor and strive to set a good example for all program participants. Must wear volunteer t-shirt, tennis shoes, and badge when on duty.

AVAILABLE SHIFTS:

2:30 to 5:30 p.m., Monday through Thursday. Volunteers will be scheduled to work one to two afternoons per week depending on availability and need.

PROGRAM LOCATION:

Edna Vihel Center for the Arts
3340 S. Rural Rd.

CULTURAL PROGRAMS

INSTRUCTORS' ASSISTANTS/Young Actors

Theatre Program

June 7—July 15, 2010

The Young Actors Theatre Program focuses on the performing arts for children 8 to 13 years old interested in exploring the world of theatre arts. Volunteers help the arts educators present the program to participants.

DUTIES:

Assist with leading program activities, including set-up and clean-up; help participants complete projects; monitor restroom breaks; and assist with preparations for the final drama presentation.

QUALIFICATIONS:

- 15 years of age or older
- Previous experience working with young children (such as baby sitting)
- Dependable, responsible, patient, friendly, with a professional appearance
- Previous experience or lessons in music, theater or art preferred
- Outgoing, able to initiate contact with program participants

REQUIREMENTS:

Must follow directions of instructor and strive to set a good example for all program participants. Must wear volunteer t-shirt, tennis shoes, and badge when on duty.

AVAILABLE SHIFTS:

7:45 a.m. to 12:15 p.m., Monday through Thursday. Volunteers will be scheduled to work one to four mornings per week depending on availability and need.

PROGRAM LOCATION:

Edna Vihel Center for the Arts
3340 S. Rural Rd.

**ADAPTED RECREATION
CAMP CHALLENGE
June 8—July 22, 2010**

Camp Challenge is a day camp program for children and young adults (ages 5-22) with disabilities. The program offers a variety of fun activities including crafts, music, dance, games, sports, swimming and bowling.

DUTIES:

Volunteers help organize, lead and participate in activities, including trips to the swimming pool and bowling alley; assist with activity set-up and clean-up; watch for the general safety of participants; and provide peer support.

QUALIFICATIONS:

- 16 years of age or older
- Outgoing, friendly, mature demeanor
- Ability to set a good example for all program participants
- Able to follow the directions of the supervisor

REQUIREMENTS:

Must provide own transportation to and from the program site. Must be willing to ride program bus to pool and bowling alley. Must attend the training session scheduled for Monday, June 7.

TRAINING:

Scheduled for Monday, June 7, 11 a.m. to 12 noon at Bustoz School, 2020 E. Carson, Tempe.

SHIFTS:

Monday through Thursday, 8 a.m. to 2 p.m., depending on availability. The program will not meet on Monday, July 5.

LOCATION:

Bustoz Elementary School
2020 E. Carson, Tempe

**ADAPTED RECREATION
BOWLING "BUDDIES"
June 12—August 21, 2010**

This fun, unified sports league program provides a great way for bowlers with and without disabilities to participate together in the fun sport of bowling. All skill levels are welcome.

DUTIES:

Collect weekly bowling fees from teammates, return money to bowling supervisor, assist with equipment set-up, provide bowling assistance to teammates when necessary, ensure the safety of all participants.

QUALIFICATIONS:

- 15 years of age or older
- NOT required to have previous bowling experience
- Outgoing and responsible
- Dependable—able to participate each week or notify supervisor of planned absence
- Able to follow directions

REQUIREMENTS:

Must provide own transportation to and from the bowling center. "Buddies" who wish to bowl must pay the weekly \$8 fee for games and shoe rental, however, league fees are waived for volunteers.

TRAINING:

The bowling supervisor will provide necessary orientation and training at **9 a.m. on June 12** at the bowling center.

SHIFTS:

Saturdays, from 9:15 a.m. to approximately 12 noon (or however long it takes to bowl three games). **The program will NOT meet on July 3.**

LOCATION:

AMF Tempe Village Bowling Center
4407 S. Rural Road (behind Denny's)

**ADAPTED RECREATION
FRIDAY NIGHT DANCE VOLUNTEERS
June 11, July 9 & August 13, 2010**

Can't make a regular volunteer commitment or looking for more to do?
This may be the volunteer assignment for you! Volunteers are needed
for these dances for teens and adults with disabilities.

DUTIES:

Sell soda pop, monitor the snack table/serve food, set-up and clean-up
and socialize with participants.

QUALIFICATIONS:

- Must be 16 years of age or older
- Outgoing personality and responsible
- Able to set a good example of appropriate behavior for program participants
- Able to follow directions of the supervisor

REQUIREMENTS:

Must be willing to arrive on time and stay for the duration of the event
including clean-up.

TIME:

Dances are from 6:30-9 p.m. **The volunteer shift is 5:30 to 9:30 p.m.**

ATTIRE:

Comfortable shoes and conservative clothing—neat slacks or skirt, shirt
or blouse with a collar.

PROGRAM LOCATION:

Pyle Adult Recreation center
655 E. Southern Ave.